

Name:  
Classification: Program Planning Analyst

Position No: 326265  
Cert No:  
Rev.

#### 14. POSITION SUMMARY

Under the direction of the Executive Director of Serve Wisconsin. The SW is responsible to oversee federal funds intended to promote community service and volunteerism throughout Wisconsin. This position provides programmatic support to the Executive Director in the oversight of AmeriCorps programs. The position provides technical assistance to AmeriCorps subgrantees. Additional duties include assisting the Executive Director in AmeriCorps program operations and the oversight of AmeriCorps Programs through program monitoring and reporting to the Corporation for National and Community Service.

The Program Officer manages and implements select activities/projects funded by the Commission Support Grant, including those that strengthen the Board's relationship with the stakeholders from federal officials to administrators of non-profit organizations and the general public. State and national travel may be required.

TIME %	GOALS AND WORKER ACTIVITIES
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50%	A. Manage an assigned AmeriCorps program portfolio for compliance and performance measure accomplishment within the federal regulations and SW policies.
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	A1. Serve as the first level of contact and provide leadership and guidance to assigned AmeriCorps programs.
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	A2. Monitor AmeriCorps programs by making annual site visits and performing desktop progress report reviews to ensure compliance with federal and State requirements.
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	A3. Support AC program in aligning with the Wisconsin State Plan.
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	A4. Oversee program budgets by tracking and approving invoices, desktop financial reviews, financial status reports and on site monitoring of expenditures.
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	A5. Manage the Web Based Reporting Systems for assigned AmeriCorps programs. Including member forms, financial status reports, progress towards program performance measures and program expenditures.
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	A6. Develop and maintain effective relationships with non-profit and faith-based organizations.
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- 30% B. Participate in grant selection and management of AmeriCorps programs and support SW staff in larger volunteer engagement role including meeting State Service plan.
  - B1. Participate in the development of the state applications for AmeriCorps grants.
  - B2. Assist the Executive Director in the administration of the AmeriCorps grants including selection, oversight and evaluation of grant recipients.
  - B3. Assist in collecting state and local data and responses for federal officials including the maintenance of information on federal, state and local activities affecting the implementation of national service programs.
  - B4. Provide technical assistance and training to applicants and grantees.
  - B5. Participate and/or coordinate the development of the grant/proposal solicitation and/or contracting processes.
  - B6. Assist and/or coordinate subgrantee contracting
- 15% C. Coordinate logistics for meetings and travel, and Serve Wisconsin payments for operational expenses.
  - C1. Manage Executive Director, Board Members, subgrantees and event attendees travel payments.
  - C2. Manage payments for general operating expenses – copier lease, iPads, website, etc.
  - C3. Support the acquisition of office supplies and materials.
- 5% D. Other duties as assigned by the Executive Director.